
420.20**Standing Committees****Overview**

Introduction and purpose

WIC standing committees allow agency staff to actively participate in the management of the Iowa WIC Program. Their purpose is to:

- Further the long-term development of the program,
- Provide stability to program operations,
- Facilitate communication between the state WIC office and agencies, and
- Represent the interests and expertise of the agencies.

Committees are not expected to respond to every program or policy development, to replace management responsibility, or to replace direct communication between the state WIC office and agencies.

List of committees

The areas of responsibility of the four committees encompass the major areas of program management:

- Nutrition and Health Services Advisory
 - Vendor Management
 - Support Staff Advisory
 - Policy and Planning
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Meeting schedule

Committees meet on an as needed basis, but will typically not meet more than three times per year. The timing and frequency is dependent on the specific needs of the committee. Whenever possible, materials will be reviewed electronically and meetings will be held by webinar or conference call.

Committee chair

The chair of each committee is a state staff member. Responsibilities include:

- Scheduling meetings,
 - Developing an agenda, and
 - Providing a written summary to members following each meeting.
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Committee members—appointments

Committee appointments are based on recommendations by state office and agency staff. All interested agency staff should have the opportunity to serve on a committee. Terms for the Nutrition and Health Advisory, Vendor Management, and Policy and Planning Committees are for two years, and members may be reappointed for an additional one- or two-year term when continuity on a particular project is required. There are no specified terms for the Support Staff Advisory Committee.

Committee Responsibilities

Responsibilities of committees The following table provides the names of the WIC standing committees, the purpose and the composition of each standing committee.

Name of Committee	Purpose	Composition
Policy and Planning Committee	<p>The Policy and Planning committee may:</p> <ul style="list-style-type: none"> • Assist in development of the annual state plan, • Recommend changes or additions to the state policies or procedures, • Collect and analyze data relating to: <ul style="list-style-type: none"> –Eligible population –Need for services, and –Costs of providing services. • Participate in food package cost containment discussions when necessary. 	<p>This committee is co-chaired by a state nutrition consultant and the state program planner. The committee is composed of agency coordinators and agency executive directors.</p>
Nutrition and Health Services Advisory Committee	<p>The Nutrition and Health Services Advisory committee makes recommendations for nutrition and health services in the WIC clinic setting including:</p> <ul style="list-style-type: none"> • Review and testing of participant education materials (including ATOD), • Breastfeeding promotion and support efforts, • Necessary staff, processes and materials, • Strengthening referrals to health professionals and social service providers, • Identifying and strengthening nutrition and health screening approaches, and • Strategies for cultivating stronger linkages with community partners. 	<p>This committee is chaired by the WIC Nutrition Services Coordinator. A representative from each local agency is encouraged to participate in this committee. The committee is comprised of licensed dietitians, nutrition educators, and registered nurses. The state Breastfeeding Promotion Coordinator also sits on this committee. At a minimum, this committee includes three licensed dietitians and three registered nurses.</p>

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Committee Responsibilities, Continued

Responsibilities of committees (continued)

Name of Committee	Purpose	Composition
Support Staff Advisory Committee	<p>The Support Staff Advisory committee:</p> <ul style="list-style-type: none"> Assists in the development of policies that affect the clerical and data management aspects of the WIC Program, and Make recommendations regarding training needs for support staff. 	<p>This committee is co-chaired by a state nutrition consultant and state data system team member and is composed of a representative from each agency.</p>
Vendor Management Committee	<p>The Vendor Management committee:</p> <ul style="list-style-type: none"> Monitors the operation of the vendor management program, and Makes recommendations for improvements to the processes, standards, and administrative rules for the program. 	<p>This committee is chaired by the WIC Vendor Management Coordinator, and is composed of agency staff and a state nutrition consultant. Grocery industry representatives are also invited to provide their perspective on WIC operations</p>

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